

1 LISTEN TO NEW MESSAGES

- 1 Repeat
- 2 Next message
- 3 Next message erase previous
- 4 Reply **Record**
- 5 Copy, Send
- 6 Play back
- 7 Rewind
- 8 Pause
- 9 Fast forward
- 0 Skip

- 1 Copy to MB
- 2 Send to MB
- 3 Copy to group
- 4 Send to group
- 5 Carbon copy
- 6 Carbon send

- 1 Volume down
- 2 Regular volume
- 3 Volume up
- 4 Decrease speed
- 5 Regular
- 6 Increase speed
- 8 Index
- 9 Header

6 LISTEN TO ALL MESSAGES

- 1 New
- 2 Saved
- 3 Future delivery
- 4 Certification
- 5 Indexed
- 7 Fax

- 1 With annotation **Record**
- 2 Send/Copy now
- 3 Cancel
- 4 Set option

- 1 Urgent
- 2 Confidential
- 3 Confidential

4 MAILBOX OPTIONS

- 1 Call out
- 2 Change password
- 6 Group list
- 1 Message notification
- 2 Follow me
- 3 Wake up

- 1 Create list
- 2 Record list name
- 3 Delete list
- 4 Member options
- 5 Link options

2 LEAVE A MESSAGE

5 LEAVE A MESSAGE TO A GROUP

Mailbox number/Group number
X X X X X Record

- 4 Add time to the message
- # End of the message
- 1 Playback
- 2 Save
- 3 Erase
- 4 Add to end the message
- 5 Record new message
- 6 Save with options

- 1 Urgent
- 2 Confidential
- 3 Certification
- 4 Future delivery

3 RECORD PERSONAL GREETING

- 1 Main personal greeting
- 2 Message for busy
- 3 Record name
- 4 Special message
- 5 Internal greeting

- 1 Play back old message
- 2 Save after record
- 3 Erase the message
- 5 Record new message
- 6 Record new with AMP

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QUICK REFERENCE GUIDE

TO ENTER YOUR MAILBOX

From your extension
dial [] [] [] # # and your password

From another extension
dial [] [] [] # your mailbox no. [] [] [] []
password (9 digits max)

From outside
dial [] [] [] [] [] [] [] [] [] []
into the system
then # your mailbox number and your password.

- 1 or 6 LISTEN TO NEW/ALL MESSAGES
- 2 LEAVE A MESSAGE
- 3 RECORD PERSONAL GREETING
- 4 MAILBOX OPTIONS
- 5 LEAVE A MESSAGE TO A GROUP
- 7 UNDELETE
- 8 FUTURE DELIVERY
- 9 VISUAL MESSAGE LIST (EXPANDED DISPLAY ONLY)